

Introduction

The focus of 2012 - 2014 ICT Integration & Network Development plan will encompass the following:

- Student learning.
- Well-trained, supported and engaged teachers and other educational staff.
- The availability of current and adequate resources and tools.
- Effective use of resources.
- Research and evaluation.
- Development of ICT policies.

The development of relevant and current teaching practices at James Sheahan Catholic High School depends on an ongoing level of support, especially a commitment to the availability of current and adequate resources and tools. The success of an ICT Integration plan hinges on a commitment from the school to deliver an infrastructure that can meet the demands of the current curriculum with the flexibility to replace equipment at regular intervals as technology advances. A commitment to these points will allow us to achieve curriculum goals and to meet Board of Studies requirements.

ICT Development Goals

Rationale: The policy implementation will be developed and owned by all stakeholders within the community.

1. Student Learning.

- Students will use technology throughout their educational programs and acquire the academic and technical skills and knowledge needed to participate effectively in the 21st century.

2. Well-trained, supported and engaged teachers and other educational staff.

- Educators will have the academic and technical knowledge, skills, software and resources to confidently and effectively integrate ICT into teaching practices.

3. Availability and effective use of current resources and tools.

- Appropriate resources will allow us to achieve curriculum goals and to meet Board of Studies requirements.
- The supply and distribution of ICT resources will support equitable access for staff and students throughout years 7-12.
- The funding strategy will be stable and sustainable, using available resources.

4. Research and Evaluation.

- Research will assess the impact of an ICT integration strategy, including: student performance and attitudes, teaching and learning processes, and efficient administration.

5. Development of ICT Policies.

- The research and development of policy will provide the Sheahan community with the guidance required to ensure a consistent approach in dealing with contentious issues.

Framework

The main focus of the James Sheahan Catholic High School ICT Curriculum Integration & Network Development Plan is to develop an ICT Plan with aims of:

- Improving students' ICT skills.
- Enhancing learning across the curriculum by applying ICT skills.
- Supporting teachers as they improve their ICT skills for instruction and other administrative tasks.
- Providing equal access to ICT devices, resources and services.
- Measuring the effectiveness of ICT on improving student performance.

The use of technology provides new challenges and opportunities in education. One challenge is to maintain a long-term commitment to support ICT in our school, while accommodating its changing nature.

Context

There has been rapid development and integration of ICT into daily life. Parents, teachers and the business sector have increased their expectations that schools ensure that students are 'ICT literate'.

ICT has the potential to improve educational outcomes for students. The use of ICT also has the power to have a positive input on an organisation by:

- Supplementing teachers' instructional practices in the classroom.
- Providing efficient administration and cost savings.

Principles

The James Sheahan Catholic High School ICT Integration Development Plan reflects several underlying principles for the integration of ICT into the education system, consistent with basic values of education.

These include:

- Student needs and learning should be the focus of ICT (technology is a tool to assist learning).
- Through the use of ICT students develop skills that assist learning in other subject areas (problem solving, communication and critical thinking)
- ICT should be integrated to ensure student participation, accommodate different learning styles, and support both individual and group learning processes.
- The application of technology, including the development of related ICT skills and their use as teaching and learning tools, must be supported by new teaching practices.
- Equity issues must be considered as a part of ICT integration.
- Education stakeholders must have the opportunity to participate in decisions related to the use and integration of ICT.

Development of the Plan.

1. Student Learning - Promotion of ICT skill development.

- Identify ICT skills as part of overall essential skills framework – reading writing/literacy, mathematics/numeracy, communication skills, high-order reasoning and problem solving.
- Revise 7-12 curriculum and assessment programs to include ICT learning outcomes consistent with syllabus requirements.
- Demonstrate that all mandatory ICT skills have been explicitly taught and are embedded across the curriculum by using a mapping grid outlining all ICT skills in relation to KLA assessment tasks.
- Address equity issues related to the integration of ICT.
- Involve the business sector, especially the high tech area, such as computer organisations.
- Identify employment related ICT skills.

Enhanced use of ICT to assist the development of subject based skills.

- Identify, communicate and support initiatives where ICT can improve student learning by providing unique, innovative teaching activities.
- Identify opportunities where ICT can improve learning by accommodating individual learning styles, learning rates, and personal circumstances.
- Develop and/or acquire courses and resources to support the electronic delivery of 7-12 curriculum.

2. Well-trained, supported and engaged teachers and other educational staff.

ICT Skills.

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- Identify teacher ICT skills relevant to teaching responsibilities: basic technical skills, teaching and learning with ICT, familiarity with electronic learning processes specific to a teacher's subject and year level, ICT as a professional support tool.
- Faculty based professional development to develop the skills of teachers in regard to using their school laptop in the classroom.
- Faculty based professional development concentrating on ICT skills as described in the BOS CST integration for the Computer Skills Test in Year 10.

Continuing professional education.

- Develop incentives to encourage teachers' ICT skills development.
- Implement a professional development strategy to update teachers' ICT skills relevant to specific teaching responsibilities through faculty based training with skills specific to BOS requirements.

Professional and Technical Support.

- Technical support will be available for all teachers.
- Consider staffing strategies that provide teacher ICT support and dedicated personnel.
- Improve teachers' access to computers and software to support professional and administrative tasks.
- Identify successful ICT integration practices to support learning across the curriculum and ensure effective and appropriate uses of ICT.

3. Availability of current resources and tools.

Infrastructure

- Develop long-term plan for network management and maintenance coordinated by the ICT Coordinator and technical support staff: Technician.
 - Ensure network data is backed up on a weekly basis using an alternating external hard drive.
 - Implement UPS backup and a server recovery plan.
- Use appropriate resources to allow us to achieve curriculum goals and to meet Board of Studies requirements.
- Use appropriate filtering software to ensure a safe school Internet browsing environment.

Computers

- Develop minimum standards, in consultation with teachers and ICT leaders, for computer hardware, school networks, and support services to meet teaching, learning and administrative requirements.
- Develop school facility standards that recognise ICT requirements (wiring, power and furniture/storage).
- Implement consistent planning, budgeting and accounting in order to manage ICT resources.
- Identify and communicate best practices for the investment in and use of ICT resources.

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- Conduct periodic regular audits and stock takes of the school's hardware and software.
- Build one image, incorporating all 'site license' & EES software for desktop PC's and laptops.
- Ensure adequate room security is available for networked computer labs.
- Ensure adequate security is available for the storage of mobile PC lab trolleys, assign admin staff to laptop trolleys using a booking system to allocate usage.

Stable funding and accountability.

- Establish a long term funding strategy to replace ¼ of hardware on a yearly basis.

4. Research and evaluation

Basic data collection

- Ensure assessment of ICT skills is part of the assessment program.
- Implement a data collection program on ICT in our school, including:
 - Students and teacher ICT skills.
 - Use of ICT across the curriculum.
 - ICT budgets and expenditure.

Program evaluation.

- Develop assessment standards and methods to evaluate student and system performance.
- Critical reflection as an ongoing process.

5. Development of ICT Policies

- The research and development of policy will provide the Sheahan community with the guidance required to ensure a consistent approach in dealing with contentious issues.
- Evaluation & Development of school Internet policy.
- Evaluation & Development of the Internet filtering policy.
- Evaluation & Development of student acceptable use policy AUP, including issues of cyber bullying.
- Evaluation & Development of staff acceptable use policy AUP.

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Roles	Tasks	Action	Implementation 2012
Policies and Procedures	The development and management of the technology and internet policy and procedures in the school.	<ul style="list-style-type: none"> Information Technologies Policy. Evaluation of current ICT Policies 	<ul style="list-style-type: none"> Teaching with computers policy. Illegal software policy. Internet Policy. On going development of Internet screening software.
Hardware Acquisition & Development.	Research and development of Sheahan needs in regard to Hardware structure.	<ul style="list-style-type: none"> Development of '3-year' action plan for hardware acquisitions in the school. 	<ul style="list-style-type: none"> 2012 – 2014 Major Acquisition Proposal <ul style="list-style-type: none"> Extend access points for the Sheahan Wireless Network to service all teaching areas 5 trolleys of 32PC laptops, deployed in various teaching areas. Upgrade all labs to Win 7. <ul style="list-style-type: none"> All PC's to include latest MS Office and Adobe suite. Digital Data Projectors in teaching areas. iPad trial with a year 7 class – term 3, 2012. Roll over staff laptops or the issue of iPads for staff use to include marking rolls using Sentral
Network, Imaging and Maintenance	Oversee the running, maintenance and further development of the JSCHS computer network and School's Web Page.	<ul style="list-style-type: none"> Maintenance and Development 	<ul style="list-style-type: none"> Ongoing development of ICT protocols. 2012 Tasks <ul style="list-style-type: none"> Set-up of 'Testing Room'. Setup an Airtight Backup Plan for Servers. <ul style="list-style-type: none"> Purchase 'Shadow Protect' server edition Purchase a NAS drives for both servers or setup a machine in a distant location (front office) to make network backups every night. Prepare a Disaster Recovery Plan. Licensing – all current through Microsoft Subscription – through Bathurst CEO. Set up and configure new network imaging 'FOG'

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			<p>Server. Free open source software.</p> <ul style="list-style-type: none"> ○ FOG green power management software to shut down PC's at 3:30 pm every afternoon. ○ Wireless security. Management of rogue devices such as iPods etc. through Server 2008. ○ Review room security. ○ Ongoing maintenance checklist for room once per month. ○ Deploy printer server to manage all print queues ○ Paper Cut software enables print quotas - allocate \$5.00 credit per student per term. Students that exceed this allowance can purchase 'top up' cards from the library.
		<ul style="list-style-type: none"> • Fortnightly ICT meetings with ICT Coordinator, Technician. 	<ul style="list-style-type: none"> • Running, formalised meeting time established.
	Oversee the running, maintenance and further development of the School's Web Page.	<ul style="list-style-type: none"> • Development of the Sheahan Web Page. 	<ul style="list-style-type: none"> • Sheahan Web Site hosted and maintenance performed each week. <ul style="list-style-type: none"> ○ Implementation of web photo galleries.
KLA Support & Assistance	Development and Management of a school plan for the integration of ICT into and across the curriculum. Ensure that mandatory inclusions of technology within the different syllabuses are met.	<ul style="list-style-type: none"> • ICT integration • Meet with all KLA Coordinators to discuss their department's current use of technology, IT and the curriculum. 	<ul style="list-style-type: none"> • ICT Integration Plan. Each KLA will receive information outlining: <ul style="list-style-type: none"> ○ Software and skills required to satisfy BOS requirements. ○ Staff skills needed to satisfy BOS requirements. • On going – survey of computer usage. • Staff issued with key documents on an annual basis outlining technical issues, software related issues and ICT protocols.
	Development of areas of teaching practice that can be best met through the use of technology.	<ul style="list-style-type: none"> • Evaluation of the current use of technology in the KLA. • Development of IT teaching practices. 	<ul style="list-style-type: none"> • To be assessed after all KLA meetings.
	Develop a resource bank of technology software	<ul style="list-style-type: none"> • Survey all staff about software in use. 	<ul style="list-style-type: none"> • Ongoing

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	and internet resources as required by the KLA.	<ul style="list-style-type: none"> Research educational software for specific KLA's. 	<ul style="list-style-type: none"> Ongoing addition of relevant KLA web quests.
	Ensure that all KLA's have a means of keeping accurate and up to date department records, including student marks.	<ul style="list-style-type: none"> Look into 'Markbook' Software upgrades and licensing. Evaluation of CEO software administration package. Backup of Coordinators marks. 	<ul style="list-style-type: none"> Marbook to be replaced by Accelerus reporting package (web based package) enables access from any internet connection Deploy Sentral – student management administration system.
Classroom Teacher Support & Assistance	Supply information about resources.	<ul style="list-style-type: none"> Attending KLA meetings to inform staff about software. Development of staff training ideas. Development of Sentral – Student management software. 	<ul style="list-style-type: none"> Demonstrate software relevant to specific KLA areas. Staff professional development; make this a major push. Staff to use Sentral for roll marking and welfare management
	Team teaching – Guiding staff through the processes required.	<ul style="list-style-type: none"> Where necessary depending on timetable constraints. 	<ul style="list-style-type: none"> Regular sessions in T1 and iCentre at lunchtime for interested staff. Informal requests for assistance ongoing.
	Technical Help – assessing resources, developing resources.	<ul style="list-style-type: none"> Ongoing research using the Internet, In-servicing and IT magazines. 	<ul style="list-style-type: none"> Ongoing with Librarian.
	Programming ideas for staff – including technology into teaching programmes.	<ul style="list-style-type: none"> Internet Research Skills. Use of Active Links into assignments using word processing documents. 	<ul style="list-style-type: none"> In conjunction with BOS mapping.
	Use of the school's Website.	<ul style="list-style-type: none"> Extensive promotion throughout the entire school community to promote the school web page. 	<ul style="list-style-type: none"> Major push using Sheahan website.
Professional Development of Staff	Planning and facilitating training and professional development. Activities to meet the needs of staff.	<ul style="list-style-type: none"> Development of staff training in relation to IT skills. 	<ul style="list-style-type: none"> KLA specific training afternoons – ICT coordinator to visit KLA meetings. Topics below: <ul style="list-style-type: none"> KLA BOS Information. Dept of Ed Help Site. Sheahan Web Based Resources Site – Publishing Assignments etc.

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			<ul style="list-style-type: none"> ○ KLA documents – password protected site. ○ iMovie workshop, PowerPoint workshop.
Monitoring of OHS requirements in relation to the use of technology in the school.		<ul style="list-style-type: none"> • Contact Workcover and investigate current practices. • Technician to complete a risk assessment of current practices in relation to IT at JSCHS. 	<ul style="list-style-type: none"> • Ergonomics in the classroom for teaching with computers. www.hp.com/ergo